



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Survey Supervisor

FLSA: E

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs skilled work of considerable difficulty in supervising personnel, surveying and mapping activities and certifying survey plans; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises and coordinates the work of surveyors to ensure that surveying work is according to prescribed procedures, is completed timely and is reported in understandable terms.
- Resolves complex problems.
- Reviews and certifies survey plans as required.
- Makes field visitations to monitor quality and progress
- Compiles data and survey results in the computer for planning, engineering use and reports
- Downloads survey data in the computer and edits for correctness and makes updates.
- Uses GPS and GIS equipment and software for survey work including vertical and horizontal controls.
- Takes notes on survey work and records pertinent information; sketches topography and other notable landscape features. Draws collected data into a CAD program
- Produces topographic surveys for design engineers to plan new construction or structures and to change existing structures including as-builts.
- Prepares necessary legal survey documents.
- Maintains all public and County survey records and files.
- Reviews and assists with the plan preparation of all projects.
- Trains other crew members.
- Practices safety procedures by utilizing safety equipment and prudent work procedures on site.

Knowledge and Skills:

- Knowledge of surveying principles, practices and techniques.
- Knowledge of surveying equipment, its uses, operations and maintenance.
- Knowledge of rules and regulations governing land surveying.
- Knowledge of civil engineering principles and terminology.
- Knowledge of principles and practices of supervision.
- Skill in performing mathematical calculations using algebra, geometry and trigonometry.
- Skill in interpreting construction plans and specifications.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or G.E.D.; AND five years experience in land survey work; AND certification as a Registered Land Surveyor in the State of Arizona preferred; AND a valid driver's license.